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## RCFE Specialty Tool: *Disaster Preparedness*

The RCFE Specialty Tool for ***Disaster Preparedness*** provides all state licensing requirements in statute & regulations that are related to emergencies and/or disasters.

This Specialty Tool is intended to be used during a Comprehensive Visit and in situations where non-compliance with Disaster Preparedness requirements have been identified. This Tool will also be helpful in complaint visits, or other visits when LPAs need a full-scope reference on a single Domain. This tool can also be used by licensees to gauge compliance with requirements.

Requirement		Citation
<b>Definitions</b>		
<b>Bedridden</b> <b>H&amp;S §1569.72</b> “Bedridden” For the purposes of this section, “bedridden” means requiring assistance in turning and repositioning in bed or being unable to independently transfer to and from bed, except in a facility with appropriate and sufficient care staff, mechanical devices, if necessary, and safety precautions, as determined by the director in regulations.		<b>H&amp;S §1569.72</b>
<b>Exception</b> <b>T-22, §87101(e)(6)</b> “Exception” means a variance to a specific regulation based on the unique needs or circumstances of a specific resident or staff person. Requests for exceptions are made to the licensing agency by an applicant or licensee. They may be granted for a particular facility, resident or staff person, but cannot be transferred or applied to other individuals.		<b>T-22, §87101(e)(6)</b>
<b>Responsible Person</b> <b>T-22, §87101(r)(5)</b> “Responsible Person” means that individual or individuals, including a relative, health care surrogate decision maker, or placement agency, who assist the resident in placement or assume varying degrees of responsibility for the resident's well-being. (H) Monitoring food intake or special diets		<b>T-22, §87101(r)(5)</b>
<b>Emergency and Disaster Plan</b>		
<b>H&amp;S §1569.695(a)</b> In addition to any other requirement of this chapter, a residential care facility for the elderly shall have an emergency plan that shall include, but not be limited to, all of the following: <ul style="list-style-type: none"> <li>(1) Evacuation procedures.</li> <li>(2) Plans for the facility to be self-reliant for a period of not less than 72 hours immediately following any emergency or disaster, including, but not limited to, a long-term power failure.</li> <li>(3) Transportation needs and evacuation procedures to ensure that the facility can communicate with emergency response personnel or can access the information necessary in order to check the emergency routes to be used at the time of an evacuation and relocation necessitated by a disaster.</li> </ul>		<b>H&amp;S §1569.695(a)-(c)</b>

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<p><b>(4)</b> Procedures that address, but are not limited to, all of the following:</p> <ul style="list-style-type: none"> <li><b>(A)</b> Provision of emergency power that could include identification of suppliers of backup generators.</li> <li><b>(B)</b> Responding to individual residents' needs in the event the emergency call buttons are inoperable.</li> <li><b>(C)</b> Process for communicating with residents, families, hospice providers, and others, as appropriate, that might include landline telephones, cellular telephones, or walkie-talkies.</li> <li><b>(D)</b> Assistance with, and administration of, medications.</li> <li><b>(E)</b> Storage and preservation of medications.</li> <li><b>(F)</b> The operation of assistive medical devices that need electric power for their operation, including, but not limited to, oxygen equipment and wheelchairs.</li> <li><b>(G)</b> A process for identifying residents with special needs, such as hospice, and a plan for meeting those needs.</li> </ul> <p><b>(b)</b> Each facility subject to this section shall make the plan available upon request to residents onsite and available to local emergency responders.</p> <p><b>(c)</b> The department's Community Care Licensing Division shall confirm, during comprehensive licensing visits, that the plan is on file at the facility.</p>	
<p><b>H&amp;S §1569.695(e)</b> This subdivision shall not apply to residential care facilities for the elderly that have obtained a certificate of authority to offer continuing care contracts, as defined in paragraph (5) of subdivision (c) of Section 1771.</p>	<p><b>H&amp;S §1569.695(e)</b></p>
<p><b>Emergency Disaster Plan</b></p> <p><b>T-22, §87212(a)</b> Each facility shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available.</p> <p><b>(b)</b> The plan shall be subject to review by the Department and shall include:</p> <ul style="list-style-type: none"> <li><b>(1)</b> Designation of administrative authority and staff assignments.</li> <li><b>(2)</b> Plan for evacuation including: <ul style="list-style-type: none"> <li><b>(A)</b> Fire safety plan.</li> <li><b>(B)</b> Means of exiting.</li> <li><b>(C)</b> The assembly of residents to a predetermined evacuation site.</li> <li><b>(D)</b> Transportation arrangements.</li> <li><b>(E)</b> Relocation sites which are equipped to provide safe temporary accommodations for residents.</li> <li><b>(F)</b> Supervision of residents during evacuation or relocation and contact after relocation to assure that relocation has been completed as planned.</li> <li><b>(G)</b> Means of contacting local agencies such as fire department, law enforcement agencies, civil defense and other disaster authorities.</li> </ul> </li> <li><b>(3)</b> Provision for notifying a resident's hospice agency, if any, in the event of evacuation and/or relocation.</li> </ul> <p><b>(c)</b> Emergency exiting plans and telephone numbers shall be posted.</p>	<p><b>T-22, §87212(a)-(c)</b></p>

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<b>Emergency Care Requirements</b>	
<p><b>T-22, §87465(f)</b> Emergency care requirements shall include the following:</p> <p>(1) The name, address, and telephone number of each resident's physician and dentist shall be readily available to that resident, the licensee, and facility staff.</p> <p>(2) The name, address and telephone number of each emergency agency to be called in the event of an emergency, including but not limited to the fire department, crisis center or paramedical unit or medical resource, shall be posted in a location visible to both staff and residents.</p> <p>(3) The name and telephone number of an ambulance service shall be readily available.</p>	<b>T-22, §87465(f)(1)-(3)</b>
<b>Care of Persons with Dementia</b>	
<p><b>T-22, §87705(c)</b> Licensees who accept and retain residents with dementia shall be responsible for ensuring the following:</p> <p>(1) The facility has a nonambulatory fire clearance for each room that will be used to accommodate a resident with dementia who is unable to or unlikely to respond either physically or mentally to oral instructions relating to fire or other dangers and to independently take appropriate actions during emergencies or drills.</p> <p>(2) The Emergency Disaster Plan, as required in Section 87212, addresses the safety of residents with dementia.</p>	<b>T-22, §87705(c)(1)-(2)</b>
<p><b>T-22, §87705(l)(8)</b> Fire and earthquake drills shall be conducted at least once every three months on each shift and shall include, at a minimum, all direct care staff.</p>	<b>T-22, §87705(l)(8)</b>
<b>Care of Bedridden Residents</b>	
<p><b>T-22, §87606(f)</b> To accept or retain a bedridden person, a facility shall ensure the following:</p> <p>(1) The facility's Plan of Operation includes a statement of how the facility intends to meet the overall health, safety and care needs of bedridden persons.</p> <p>(A) The facility's Emergency Disaster Plan, addresses fire safety precautions specific to evacuation of bedridden residents in the event of an emergency or disaster.</p>	<b>T-22, §87606(f)(1)(A)</b>
<b>Staff Knowledge and Training</b>	
<p><b>H&amp;S §1569.618(b)</b> At least one administrator, facility manager, or designated substitute who is at least 21 years of age and has qualifications adequate to be responsible and accountable for the management and administration of the facility pursuant to Title 22 of the California Code of Regulations shall be on the premises 24 hours per day. The designated substitute may be a direct care staff member who shall not be required to meet the educational, certification, or training requirements of an administrator. The designated substitute shall meet qualifications that include, but are not limited to, all of the following:</p> <p>(2) Familiarity with the facility's planned emergency procedures.</p> <p>(3) Training to effectively interact with emergency personnel in the event of an emergency call, including an ability to provide a resident's medical records to emergency responders.</p>	<b>H&amp;S §1569.618(b)(2)-(3)</b>
<b>Night Supervision</b>	<b>T-22, §87415(a)(1)-(4)</b>

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<p><b>T-22, §87415(a)</b> The following persons providing night supervision from 10:00 p.m. to 6:00 a.m. shall be familiar with the facility's planned emergency procedures, shall be trained in first aid as required in Section 87465, Incidental Medical and Dental Care Services, and shall be available as indicated below to assist in caring for residents in the event of an emergency:</p> <p>(1) In facilities caring for less than sixteen (16) residents, there shall be a qualified person on call on the premises.</p> <p>(2) In facilities caring for sixteen (16) to one hundred (100) residents at least one employee shall be on duty on the premises, and awake. Another employee shall be on call, and capable of responding within ten minutes.</p> <p>(3) In facilities caring for one hundred one (101) to two hundred (200) residents, one employee shall be on call, on the premises; one employee shall be on duty on the premises and awake; and one employee shall be on call and capable of responding within 10 minutes.</p> <p>(4) Every additional 100 residents, or fraction thereof, shall require an additional one (1) staff person on duty, on the premises and awake.</p>	
<b>Resident Records</b>	
<p><b>T-22, §87506(b)</b> Each record shall contain at least the following information:</p> <p>(6) Names, addresses, and telephone numbers of responsible persons, as defined in Section 87101(r), to be notified in case of accident, death or other emergency.</p> <p>(7) Name, address and telephone number of physician and dentist to be called in an emergency.</p>	<b>T-22, §87506(b)(6)-(7)</b>
<b>Reporting Requirements</b>	
<p><b>T-22, §87211(a)</b> Each licensee shall furnish to the licensing agency such reports as the Department may require, including, but not limited to, the following:</p> <p>(2) Occurrences, such as epidemic outbreaks, poisonings, catastrophes or major accidents which threaten the welfare, safety or health of residents, personnel or visitors, shall be reported within 24 hours either by telephone or facsimile to the licensing agency and to the local health officer when appropriate.</p> <p>(3) Fires or explosions which occur in or on the premises shall be reported immediately to the local fire authority; in areas not having organized fire services, within 24 hours to the State Fire Marshal; and no later than the next working day to the licensing agency.</p>	<b>T-22, §87211(a)(2)-(3)</b>
<b>Maintenance and Operation</b>	
<p><b>T-22, §87303(h)</b> Emergency lighting shall be maintained. At a minimum this shall include flashlights, or other battery powered lighting, readily available in appropriate areas accessible to residents and staff. Open-flame lights shall not be used.</p>	<b>T-22, §87303(h)</b>
<b>General Food Service Requirements</b>	
<p><b>T-22, §87555(b)(14)</b> If food is prepared off the facility premises, the preparation source shall meet all applicable requirements for commercial food services. The facility shall have adequate equipment and staff to receive and serve</p>	<b>T-22, §87555(b)(14)</b>

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the food and for cleanup, and shall maintain adequate equipment for in-house preparation and service of food in emergencies.	
<b>Limitations- Capacity and Ambulatory Status</b>	
<b>T-22, §87204(a)</b> A licensee shall not operate a facility beyond the conditions and limitations specified on the license, including specification of the maximum number of persons who may receive services at any one time. An exception may be made in the case of catastrophic emergency when the licensing agency may make temporary exceptions to the approved capacity.	<b>T-22, §87204(a)</b>